



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE - 632 115

Applications (8 copies) are invited for the following posts from eligible candidates, so as to be received by the Registrar superscribing on the envelope “Application for the post of

| Advt. No.& Date | Name of the Posts | Scale of Pay | Number of Posts with Community reservation | | | | Total |
|-----------------------------------|---------------------------------------|----------------------|--|------------------------|---------|-------------------------------|-------|
| | | | GT | SC/SC(A) | MBC/DNC | BC/BC (M) | |
| Non-teaching (Ministerial) | | | | | | | |
| 8392 17/07/14 | Personal Assistant to Vice-Chancellor | 15600-39100+GP 6600 | 1 | - | - | - | 1 |
| 8393 17/07/14 | Superintendent | 9300-34800+GP 4800 | 1+1(W/DW) | 1(A-W)* + 1 (SC) | 1+1(W) | 2+1(W) (**) | 9 |
| 8394 17/07/14 | Assistant cum-Computer Operator | 5200-20200+GP 2600 | 5+2(W) | 2+2(W) | 3+1(W) | 4+3(W) (**) + 1BC(M) | 23 |
| 8395 17/07/14 | Office Assistant | 4800-10000+GP 1300 | 1 | 1(A-W) * | 1 | 1** | 4 |
| 8396 17/07/14 | Driver | 5200-20200+GP 1900 | 1 | 1(A-W) * | 1 | 1** | 4 |
| Non-teaching (Technical) | | | | | | | |
| 8397 17/07/14 | System Analyst | 15600-39100+ GP 5400 | 1 | 1(A-W) * | - | - | 2 |
| 8398 17/07/14 | System Administrator | 9300-34800 +GP 4400 | - | 1(A-W) * | 1 | - | 2 |
| 8399 17/07/14 | Laboratory Technician(Graduate) | 9300-34800 +GP 4400 | 1 | 1(A-W) * | 1 | 1** | 4 |
| 8400 17/07/14 | Data / web manager | 9300-34800 +GP 4400 | 1 | - | - | - | 1 |
| 8401 17/07/14 | Electrician / Plumber | 5200-20200+ GP 2400 | 1 | 1(A-W) * | - | - | 2 |
| 8402 17/07/14 | Gardener | 4800-10000+GP 1300 | 1 | 1(A-W) * | - | - | 2 |
| Total | | | 17 | 13 | 10 | 14 | 54 |

GT-General Turn; W-Women; SC-Scheduled Caste; MBC-Most Backward Class; DNC-Denotified Communities; BC-Backward Class; BC(M)-Backward Class Muslims; (A-W)* - Arunthathiyar on preferential basis; DW- Destitute Women; ** Other than Muslim.

Note: For in-service candidates (Consolidated / Daily wages) of this University are concerned the date on which they joined the University service as consolidated / Daily wages shall be the date for the purpose of reckoning the upper age limit.

PRESCRIBED QUALIFICATIONS:

Non-teaching (Ministerial)

1. Personal Assistant to Vice-Chancellor

- A Master's degree with atleast 55% of Marks /B grade of the UGC seven point scale
- A relaxation of 5% of Marks shall be given to SC/ST & physically challenged. (c) 3 years of Academic / 5 years as administrative experience in the Superintendent cadre or its equivalent cadre in the institutions of higher learning. (d) **Age:** Should not have completed 45 years. For the SC/ST and Physically Challenged candidates, the Maximum age limit is 50 years (e) Knowledge of computer is essential.

2. Superintendent

(a) A graduate in B.Sc Computer Science/B.C.A or any Graduate with Diploma in Computer Applications from a recognized institution. (b) Typewriting senior grade in English and Tamil will be preferable. (c) Administrative experience not less than 5 years in any University or in Government Organization. (d) **Age:** Should not have completed 35 years. Maximum age limit for BC/MBC is 40 years and for SC/ST and Differently Abled is 45 years.

3. Assistant cum Computer Operator

(a) Any degree (Degree in B.Sc. Computer Science/B.C.A desirable). (b) Diploma in Computer Applications from a recognized institution for non computer degree candidates. (c) Previous experience not less than 3 years in any University or in Government Organization as Junior Assistant or equivalent cadre. (d) **Age:** Should not have completed 35 years. Maximum age limit for BC/MBC is 40 years and for SC/ST and Differently Abled is 45 years.

4. Driver:

A pass in 8th Std. Age should be between 30 to 50 with valid licence & good eye sight. Four Wheeler with badge (light and heavy motor vehicle) **Experience:** 5 (Five years) in reputed institutions/organization.

5. Office Assistant:

A Pass or Fail in SSLC/10th Std. **Age:** Should not have completed 35 years. Maximum age limit for BC/MBC is 40 years and for SC/ST and Differently Abled is 45 years.

Non-teaching (technical)

1. System Analyst:

A Graduate in Computer Science & Engineering (B.E/B.Tech.), MCA. Must be skilled in structural query building, C⁺⁺, Visual Basic, SQL, html, Photoshop & other related software & hardware. **Experience:** Work experience in data handling and information management at University/Autonomous Colleges/in Controller of Examinations Section. **Age:** Should not have completed 35 years. Maximum age limit for BC/MBC is 40 years and for SC/ST and Differently Abled candidates is 45 years.

2. System Administrator:

(a) B.E. [Computer Science] / M.C.A. / M.Sc. Computer Science with First Class. (b) Experience as system administrator/ Networking and troubleshooting not less than two years. (c) Knowledge in Windows Server technology and server maintenance, Visual Basic, Oracle & Web Tech. with 2 yrs. Experience. (d) **Age:** Should not have completed 35 years. Maximum age limit for BC/MBC is 40 years and for SC/ST and Differently Abled candidates is 45 years.

3. Laboratory Technician (Graduate)

A Bachelor's Degree in Science/Electronics/Computer Applications with at least 50% marks from a recognized University/Research Institution. **Experience:** At least three years of working in a Teaching / Research Laboratory. **Age:** Should not have completed 35 years. Maximum age limit for BC/MBC candidates is 40 years and for SC/ST and Differently Abled candidates is 45 years.

4. Data/ web manager:

A Graduate in Computer Science & Information Technology (B.E (IT)/B.Tech), MCA. Must be skilled in Web Designing, html, Server scripting and Web Management. **Experience:** Should have worked in University/Autonomous Colleges/in Controller of Examinations Section. **Age:** Should not have completed 35 years. Maximum age limit for BC/MBC candidates is 40 years and for SC/ST and Differently Abled candidates is 45 years.

5. Electrician / Plumber :

Must be a valid license holder, Trade in Electrician ITI certificate approved by NVTC (National Vocation Training Council) Government approved institution. **Experience:** Must have five years of experience in a reputed institution. Must be able to attend all type of electrical work / plumbing in the University campus independently including repair and maintenance of generator. **Age:** Should not have completed 35 years. Maximum age limit for BC/MBC candidates is 40 years and for SC/ST and Differently Abled candidates is 45 years.

6. Gardener:

A Pass in 8th Std Experience in Gardening and also worked in Nursery Garden. **Age:** Should not have completed 35 years. Maximum age limit for BC/MBC candidates is 40 years and for SC/ST and Differently Abled candidates is 45 years.

Note: All the eligible Candidates shall have to appear for a written examination and interview.

How to apply:

Candidates who satisfy the above requirements may download the application form from the University Website www.thiruvalluvaruniversity.ac.in from **17.07.2014** onwards and apply to the Registrar, Thiruvalluvar University (by Designation only)

Downloaded application form from the **University Website alone** shall be accepted.

Payment details:

- (a) All candidates (except SC/ST) - Rs. 250/-
- (b) For SC/ST and Differently-Abled candidates - Rs.100/- (on production of photocopy of the Community Certificate and a certificate issued by the District disabled rehabilitation Officer respectively).

All payments must be made through Demand Draft. The Demand Draft should be drawn in favour of **“The Registrar, Thiruvalluvar University, Vellore-632 115, payable at Vellore.**

Filled-in application should be sent to The Registrar, Thiruvalluvar University, Serkkadu, Vellore - 632 115.

The Last date for the submission of filled in application is 08.08.2014 upto 5.00 p.m.

Note:

- (a) The University reserves the right to fill or not to fill the post, without assigning any reasons thereof.
- (b) The University reserves the right to shortlist the candidates.
- (c) Application should be made only in the format prescribed by the University in Eight copies.
- (d) Separate applications should be submitted for each post.
- (e) Applications received after the last date will be summarily rejected.
- (f) Enquiries on the above subject will not be entertained.
- (g) Since the selection of candidates is based purely on merit, attempts to canvass or bring influence on the authorities to show favour during selection will be deemed as disqualification and the application of such candidates will be rejected.
- (h) Candidates already in service should send their applications through proper channel.

REGISTRAR